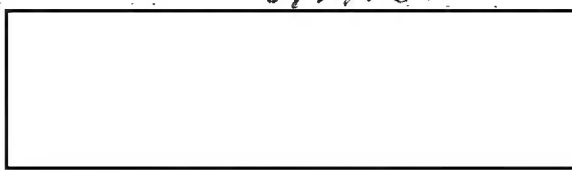


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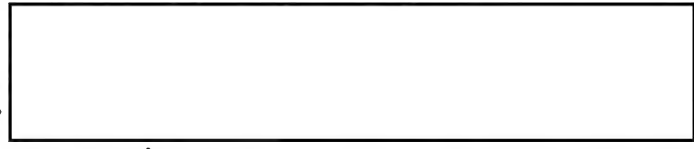


the following

*1. 16 mm Reel-to-Reel
Machine /w Reel No: (903-RE)*

2. Reel-to-Reel Machine No: 13774

Signature



18/10/54 9:15 A.M. STAT

FILED

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Survey of Microfilming Operations Conducted
by General Services Administration

1. Forwarded for your signature is a letter to the Archivist of the United States for the attention of Mr. Herbert E. Angel. The letter is our reply to the attached multilith copy of a form letter issued by the Administrator, General Services Administration, pertaining to a survey of Government-wide microfilming operations. There is also attached a copy of the forms and instructions issued in connection with the survey.

2. You will notice that the information will be submitted to the House Committee on Appropriations and is in accordance with the First Independent Offices Appropriation Bill for 1954 (H. Rept. 276, p.2). You will also note that this information was required to be submitted to the General Services Administration by 15 October 1953.

3. On 18 November, Mr. Herbert E. Angel, Chief, Records Management Division, National Archives and Records Service, called [redacted] and discussed with him the need for CIA to furnish the information pertaining to microfilming. He explained that their records indicated that no request for this information had been submitted to CIA. His office was under the impression that such information would be furnished for the Agency by the National Security Council. However, the report from the National Security Council did not furnish any information pertaining to this Agency. Mr. Angel said that he was under the impression that regardless of the security requirements of the Agency, it would be necessary for us to submit the required information as soon as possible and he would submit the necessary forms to us.

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4. When the forms were received on 24 November, I called Mr. Angel and told him that, while the Agency generally followed and complied with all regulations issued by other Government regulatory bodies, I did not feel that the type of information requested on microfilming was such that this Agency should comply with their request. Some of the forms on which information is requested on microfilming operations is such that it would reveal security information which should not be made available outside of the Agency, particularly that of our Vital Materials Program. Mr. Angel tentatively agreed that, an inventory of microfilming equipment, as outlined in Schedule C of their required reports, may be considered to be sufficient and in substantial compliance with the over-all request submitted to all Government agencies.

5. In order to expedite our reply to this request, we have obtained from the Logistics Office certain information with respect to microfilming equipment. This information is attached as Exhibit 1. In making our request to the Logistics Office for an inventory of microfilming equipment, they were unable to determine for us the location and other significant information with respect to the equipment. Based on our observation of microfilming operations throughout the Agency, I believe that there is considerable more equipment than indicated in the information furnished by the Logistics Office.

Chief, General Services

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Attachments:

- Letter to Archivist of the United States
- Form Letter from Administrator, GSA
- Questionnaire - Survey of Govt. Microfilming Operations
- GSA Form T-75 - Organization Unit Report
- GSA Form T-76 - Agency Summary Sheet
- Schedule A - Microfilm Operations, Self-Performed or Purchased
- Schedule A-1 - Microfilm Operations, Performed for Other Organization Units or Agencies
- Schedule B - Obligations, Film Inventory, and Reproduction Data
- Exhibit 1 - Equipment Inventory

GSO/RSD/TLS:pj (11 December 1953)

[Handwritten signature]
Distribution:

- Orig & 1 - Addressee
- 2 - GSO

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